

OPEN-SPOT EXAMINATION

SANTA CRUZ, GRASS VALLEY, FRESNO & NAPA

QG49/6744 (6FA37)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

POSITIONS	All positions are Permanent Full time except for the Big Fresno Fair, which is a 9 month Permanent, Intermittent position.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. This is a open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
HOW TO APPLY	Applications (STD. Form 678) are available and will only be ACCEPTED IN PERSON , from the applicant on Friday, May 12, 2006 between the hours of 8:00 a.m. to 5:00 p.m. at the fairs listed below: <div><div>SANTA CRUZ COUNTY FAIR 2601 East Lake Avenue Watsonville, CA 95076</div><div>NEVADA COUNTY FAIR 11228 McCourtney Road Grass Valley, CA 95949</div><div>BIG FRESNO FAIR 1121 South Chance Avenue Fresno, CA 93702</div><div>NAPA TOWN & COUNTRY FAIR 575 Third Street Napa, CA 94559</div></div>
APPLICATION DEADLINE	<div>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</div> <div>FINAL FILING DATE: FRIDAY, MAY 12, 2006.</div> <div>APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FOR ANY REASON.</div> <div>Applications must be submitted IN PERSON on the file-in-person date, Friday, May 12, 2006.</div>
TEST DATE	It is anticipated that the examination will be sometime in June or July 2006.
TESTING METHOD	The testing method used may be one or a combination of the following: ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-0422.
REQUIRED IDENTIFICATION	<i>NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i>
SALARY RANGE	\$1582 - \$1804 <div><i>NOTE: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.</i></div>
ELIGIBLE LIST INFORMATION	A Departmental “Open” list will be established for the California Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. <div>NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</div> <div>NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: “TO” AND “FROM” DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.</div>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement. <div><div>Either I Six months of experience in the California State service performing duties at a level equivalent to Fairground Aid, District Fairs.</div><div>Or II Six months of experience as a Corpsmember with the California Conservation Corps.</div><div>Or III One year of experience in unskilled grounds or building maintenance work involving regular use of equipment such as lawn mowers, trimmers, blowers, vacuum sweepers, and floor scrubbers.</div></div>
MINIMUM QUALIFICATIONS	Willingness to work Saturdays, Sundays, and holidays and odd or irregular hours.
SPECIAL PERSONAL CHARACTERISTICS	Possession of a valid driver license will be required for some positions.
ADDITIONAL DESIRABLE QUALIFICATIONS	

POSITION DESCRIPTION	Acts as crew leader to Fairground Aids, Alternate Work Program participants, probationers, welfare recipients, and other unskilled workers in keeping facilities, restrooms, buildings, and equipment clean and orderly; maintains order and takes attendance counts of workers and reports missing workers to the sponsoring agencies; in a learning capacity, assists Maintenance Workers in the maintenance, repair, and replacement of doors, windows, electrical wiring, and mechanical equipment; works as a member of a team on relatively large maintenance projects; keeps keys to fairground entrance gates and facility doors and gates; opens grounds, buildings, arenas, or stadiums as instructed; adjusts ventilation, heat, air conditioning and lighting as needed; meets with tenants and orients them to buildings, restrooms, kitchens, and other facilities, and discusses rules and hours of occupancy; resolves problems such as blown fuses, malfunctioning equipment and incorrect temperature settings; remains on the fairgrounds to observe occupant activity and inspects premises as they are vacated, shuts off lights and equipment, secures doors and gates, and makes written reports of problems; assists visitors by answering questions on rules and regulations and facilities; and may drive a small truck or tractor within the fairgrounds.
EXAMINATION INFORMATION	<p>This examination will consist of a Supplemental Application weighted 100%. All candidates will be required to complete a Supplemental Application which will be mailed to each candidate upon review of his/her Application (form 678).</p> <p><i>Competitors who do not return the Supplemental Application will be disqualified.</i></p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.</p> <p>SUPPLEMENTAL APPLICATION – WEIGHTED 100%</p> <p>The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p> <p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors:</p> <p>A. Knowledge:</p> <ol style="list-style-type: none">1. Methods, materials and tools used to clean and maintain public-use facilities, grounds, and buildings. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Communicate effectively to the degree needed to learn and perform assigned tasks;2. Relate with confidence and tact to co-workers, fairground visitors, and tenants;3. Perform basic arithmetic;4. Keep simple records;5. Operate lawn mowers, trimmers, blowers, vacuum sweepers, and floor scrubbers;6. Drive lightweight trucks and tractors;7. Maintain cooperative relations with those contacted in the course of work;8. Learn and explain fairground operating rules and standard practices. <p>If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veteran's preference points.</p> <p>Career Credits do not apply in this examination.</p> <p>If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Room 242, Sacramento, CA 95814, (916) 654-0422.</p>
SCOPE OF EXAM AND SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES	
EDUCATION AND EXPERIENCE	
SPECIAL NOTE:	
VETERANS PREFERENCE	
CAREER CREDITS QUESTIONS?	

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES:	1-800-735-2929	FROM VOICE PHONES:	1-800-735-2922
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